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Intelligent Workflows®

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About Master Documents

Word can assemble a set of Word documents in a Master Document. This is useful when you have documents from disparate sources that need to be put together for printing with a common table of contents and/or page numbers. The master document contains the TOC and page numbers, which it applies to all the subdocuments it contains.

The feature is not well-documented or featured by Microsoft because it is buggy. If you create a master document as a long-term way to organize a set of documents, editing those subdocuments can corrupt to whole structure. You can lose all access to the content in the subdocuments.

That's why we created this add-in: to automate the creation of *disposable* master documents. We *strongly* recommend that you create a master document for printing or PDF creation, then **immediately delete it**. Do not keep it long-term! Do not edit the subdocuments while they are in the master document! If you notice a spelling error, delete the master document, fix the mistake, then recreate the master document for your final print or PDF.

Because of this potential problem, use this add-in *at your own risk*. **We are not responsible for document corruption or data loss in your documents.**

Your Choice: Add-in or Template

If you often create master documents, you can install the file *Master Document Assembler.dotm* as an Add-in, so it is available whenever Word is open. Please see the **Installation** section on the next page for details.

If you only create Master Documents occasionally, you can store the file *Master Document Assembler.dotm* anywhere in your Documents folder. Simply double-click on the file to create a new document, add a table of contents and page numbers, then add the subdocuments.

Creating Master Documents

Create a folder that contains your collection of Word documents. You can add a number to the beginning of each file name: the macro will then arrange them in numeric order. Select the **Insert** tab, then click on **Add Subdocuments** and choose the folder where your subdocuments are stored. Your current active document will be used for the master document and the subdocuments will be added to it. Add a table of contents if needed, then print the file or save it as a PDF. Finally, delete the master document. Your subdocuments will not be deleted by doing this.

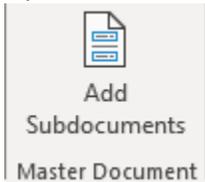


Installation

These instructions assume you are using Office's default Startup folder. If you have customized that location, please copy the add-in to your custom Startup folder instead.

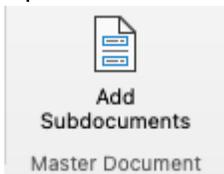
Word for Windows:

1. Close Word
2. Open a File Explorer Window and paste this into the address bar:
%appdata%\Microsoft\Word\STARTUP
Press the **Return** key.
3. Copy the **Master Document Assembler.dotm** into the **STARTUP** folder.
4. Open Word and choose the Insert tab. You should see the icon below added to the right end of the Ribbon:



Word for Mac:

1. Close Word.
2. In the Finder, hold down the **Option** key while clicking on **Go** in the macOS menu bar. Choose **Library**. Your hidden user Library folder opens.
3. In the Library window, open **~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word/**.
4. Copy the **Master Document Assembler.dotm** file to the **Startup/Word** folder.
5. Open Word and choose the **Insert** tab. You should see the icon below added to the right end of the Ribbon:





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Uninstallation

Word for Windows:

1. Close Word
2. Open a File Explorer Window and paste this into the address bar:
%appdata%\Microsoft\Word\STARTUP
Press the **Return** key.
3. Drag the **Master Document Assembler.dotm** file out of the folder to your desktop or the recycle bin.
4. Restart Word and check the Insert tab to ensure the *Add Subdocuments* icon no longer appears.

Word for Mac:

1. Close Word
2. In the Finder, hold down the **Option** key while clicking on **Go** in the macOS menu bar. Choose **Library**. Your hidden user Library folder opens.
3. In the Library window, open **~/Library/Group Containers/UBF8T346G9.Office/User Content/Startup/Word/**.
4. Drag the **Master Document Assembler.dotm** file out of the folder to your desktop or the trash.
5. Restart Word and check the Insert tab to ensure the *Add Subdocuments* icon no longer appears.

Bug Reports

We're always looking to improve this add-in. Please email John Korchok at production@brandwares.com about any bugs or problems you have in using this add-in. Please include the exact wording of any error messages or a screen shot, along with the circumstances that produced the error.